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28 August 1953

MEMORANDUM FOR THE RECORD:

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1. On 27 August 1953, the undersigned discussed with [redacted] and [redacted] of O&M the possible use of IBM equipment for OTR records. The existing records were shown to the O&M representatives and I explained the kind of statistics that are readily available upon request. It was pointed out to O&M that with the present system of record-keeping it was very difficult to get the actual number of bodies trained during a fiscal year, although a very simple matter to give enrollments in each course of training or all courses of training for a fiscal year. Even with IBM equipment it would be necessary to punch all courses of OTR (external and internal) in order to get the former figure and this raises the problem of getting more complete information on language and external training. Offhand, it appeared to [redacted] that the divisions concerned would be the place to keep data regarding the number of their personnel who had completed only one, or two, or all three phases of Basic Training, since OTR is not kept informed of inter-Division or inter-Staff transfers.

25X1A

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2. I suggested that perhaps use might be made of the IBM cards that are in existence for the CIA Orientation Course which carry EOD dates and should be available on a large number of CIA personnel. Messrs. [redacted] planned to talk to [redacted] of A&E and stated they would return for further discussion with the Registrar at a later date.

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[redacted]
Registrar, OTR

JOB NO. _____ BOX NO. ___ FLD NO. ___ DOC. NO. 4 NO CHANGE
IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV DATE 9/4/21 REVIEWER 6 19 TYPE DOC. 02
NO. PGS 1 CREATION DATE ___ ORG COMP 11 OPI 11 ORG CLASS S
REV CLASS 5 REV COORD. _____ AUTH: [redacted]

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OTR MONTHLY REPORT FOR DDA & DDI
December 1953

		DDA	AUD	COMP	GSO	DDA LOG	MED	PERS	SEC	OCD	OCI	OIC	DDI ONE	OO	ORR	OSI	IAB
Personnel in Full-Time OTR Courses:																	
Basic Training	**Dates**																
BIC(CS) #6	30 Nov-18 Dec		1	6		3		2	3								
BIC(I) #15	2 Nov-11 Dec									3			2	2	8	2	
*Phase II #5	16 Nov-18 Dec								2								
*Administrative Support #5	16 Nov-4 Dec		2	2		5		4	3	1							
Clerical																	
Clerical Induction Training																	28
Specialized																	
25X1A [redacted]	7-18 Dec								1								
	14-23 Dec								1								
TOTALS: FULL-TIME OTR			3	8	-	8	-	6	10	4	-	-	2	2	8	2	28

JOB NO. 55-00166 BOX NO. 1 FLD NO. 8 DOC. NO. 1 NO CHANGE
IN CLASS. X DECL. CLASS. CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV. TYPE 9h/1 REVIEWER 04499 TYPE DOC. 03
NO. PGS 4 CREATION DATE ORG COMP 11 OPI 11 ORG CLASS S
REV CLASS S REV COORD. AUTH: [redacted]

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Personnel in Part-Time OTR Courses:

Clerical	Dates	DDA	AUD	COMP	GSO	DDA LOG	MED	PERS	SEC	OCD	OCI	OIC	DDI ONE	OO	ORR	OSI	IAB
Clerical Refresher #32	7-18 Dec 53	1			2	1		3	1	1			1	1		1	
Clerical Orientation #78-82	1-31 Dec 53																89
Clerical Induction Training																	32
Language - CIA Lab																	
*Mandarin Chinese	21 Sept 53-16 Apr 54																
*Mandarin Chinese	6 July 53-29 Jan 54														2		
*Dutch Reading	21 Sept 53-8 Jan 54														1		
* French	21 Sept 53-8 Jan 54									1							
*German	21 Sept 53-8 Jan 54							2	1		2			1		2	
*Special German	28 Sept 53-8 Jan 54								1	2				1	6	2	
*Spoken Italian	21 Sept 53-8 Jan 54														1	1	
*Elementary Japanese	5 Nov 53-5 Apr 54								1								
*Polish	12 Oct 53-1 Feb 54													1			
*Basic Russian	12 Oct 53-1 Feb 54									3				1	1	1	
* Spoken Spanish	21 Sept 53-8 Jan 54								1	7					7	3	
								1	1								
*Reading Improvement #14	9 Nov-23 Dec 53			3				3	1	4				1	15	3	
TOTALS: PART-TIME OTR		1	-	3	2	1	-	9	7	18	2	-	1	6	33	13	121

* Previously reported

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Personnel In Full-Time External Traning:

Defense Schools	Dates	DDA	AUD	COMP	GSO	DDA LOG	MED	PERS	SEC	OCD	OCI	OIC	DDI ONE	OC	ORR	OSI	IAB
*Air War College	13 Aug 53-June 54																
*Army War College	18 Aug 53-June 54					1							1				
*Intelligence Staff Officers Course	13 July 53-12 Dec 53									1							
*Industrial College of Armed Forces	21 Aug. 53-18 June 54										1				1		
*National War College	20 Aug 53-15 June 54									1				1	1		1
*Naval War College	5 Aug 53-June 54								1		1	1			2	1	
*Strategic Intelligence School	19 Nov-19 Dec 53					1			1		1			1	2	1	
Language and Area																	
[redacted] 25X1A	1 Jan 52-30 July 54																
*FSI Language	2 Aug 53-July 55																
* Misc. Language & Area	16 June 53-June 55																
*Misc. External Courses	(2 new)								1						2		
	(2 new)					1			1		1			1	3	1	
TOTALS: FULL-TIME EXTERNAL		-	-	-	-	2	-	-	2	2	3	1	1	2	9	3	-

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	Dates	DDA	AUD	COMP	GSO	DDA LOG	MED	PERS	SEC	OCD	OCI	OIC	DDI ONE	OC	ORR	OSI	IAB
Personnel In Part-Time External Training:																	
Language and Area																	
Georgetown University																	
*SRA #28	21 Sept 53-5 Jan 54														6	3	
*SRS I #8	21 Sept 53-29 Jan 54														4	3	
*SRS II #7	21 Sept 53-29 Jan 54															4	
*Central Asian Program	21 Sept 53-1 June 54									4				1	3	1	
*Misc. Language Courses									1	8				2	3	5	
*Misc. Language and Area										7	3			5	11	3	
Clerical																	
IBM																	
Miscellaneous External Courses (1 from General Counsel)				1	6 2	4				9 4	1			1	9	1	1(GC)
TOTALS: PART-TIME EXTERNAL		-	-	1	8	4	-	-	1	32	4	-	-	9	36	20	1(GC)
***GRAND TOTALS: (plus 1 from General Counsel)		1	3	12	10	15	-	15	20	56	9	1	4	19	86	38	149
Personnel In Orientation & Self-Study:																	
Human Resources Program	1-31 Dec 53																19**
Indoctrination				2		2	1	5	3	5	3			5	4	4	124
Language Self-Study																	
TOTALS: ORIENTATION & SELF-STUDY		-	-	2	-	2	1	5	3	5	3	-	-	5	4	4	124 plus 19 DD's & AD's

*Reported in previous report
**AD'S and DD'S from CIA
*** Excluding orientation and self-study

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Personnel in Full-Time OTR Courses:

	Dates	Total	DDP	FI [redacted]	EE	FE	NE	SE	WE	SR	WH	TSS	OTR	COMMO	DDA
Basic Training															
BIC(CS) #6	30 Nov-18 Dec 53	65		6 2 4	5	9	6		3	3	2	3	5	2	15
*Phase II #5	16 Nov-18 Dec 53	69	2	7 2 5	5	17	5	2	3	4	4	6	1	4	2
*Phase III #6	16 Nov-4 Dec 53	47		5 5 5	3	8	6	1	4	4	5		1		
*Administrative Support #6 (also 1 from OCD)	16 Nov-4 Dec 53	46		5 2	1	7	3			4		1	6		16
Clerical															
Administration Course #49	7-18 Dec 53	35			9	7	8	1	2	1	1		2	4	
Specialized 25X1A															
[redacted]	7-18 Dec 53	7		1	1	5									
	7-18 Dec 53	22		1 1	5	5	2	2			3		2		1
	7-16 Dec 53	9				9									
	16 Nov-4 Dec 53	18		3 1	1	5	1	2	1	3	1				
	23 Nov-11 Dec 53	9		2	1	2	1	1						2	
	23 Nov-18 Dec 53	8		1	3	1							2	1	
	9 Nov-4 Dec 53	8	1	1 3				1					2		
	14-23 Dec 53	12	1		4	1	1	1	1	1	1				1
Project Training															
[redacted] 25X1A		17		1	1	6	2		3		4				
**Special Projects		1									1				
		12			1		1	8	1	1					
TOTALS: FULL-TIME OTR		385	4	28 14 21	40	82	36	19	18	21	22	10	21	13	35

*Reported in November report
** Non-CIA

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Personnel in Part-Time OTR Courses

Clerical	Dates	DDP	FI	25X1A	EE	FE	NE	SE	WE	SR	WH	TSS	OTR	COMMO
Clerical Refresher #32	7-18 Dec 53		1			1	2		1		1			1
Language - CIA Lab														
*Mandarin Chinese	6 July 53-29 Jan 54					1								
*Dutch Reading	21 Sept 53-8 Jan 54					1			4					
*French	21 Sept 53-8 Jan 54	1	2			1	2							1
*German	21 Sept 53-8 Jan 54		2		1									
*Special German	28 Sept 53-8 Jan 54		1											
*Spoken Italian	21 Sept 53-8 Jan 54			1				1						
*Elementary Japanese	5 Nov 53-5 Apr 54					6				3				2
*Persian	9 Nov 53-Indef.						3			1				
*Polish	12 Oct 53-1 Feb 54				2									
*Basic Russian	12 Oct 53-1 Feb 54		1							3				
*Spoken Spanish	21 Sept 53-8 Jan 54								2		1			
*Reading Improvement #14	9 Nov 53-23 Dec 53		1		1	3	1		1	3	1	4	2	3
*French Reading Improvement	23 Nov 53-15 Jan 54		1					1					2	
TOTALS: PART-TIME OTR		1	9	1	4	13	6	2	8	10	3	4	4	7

*Reported previously

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Personnel in Full-Time External Training

Defense Schools	Dates	DDP	FI [redacted]	EE	FE	NE	SE	WE	SR	WH	TSS	OTR	COMMO
*Armed Forces Staff College	13 Aug 53-Jan 54				1								
*National War College	20 Aug 53-15 June 54						1					1	
Officers Candidate Schools													
*Army	(3 new)					5	2		1			20	1
*Air Force												8	1
*Navy					2	2				2		7	
*Marine Corps					1	1							
Language and Area													
*Program A	16 Mar 53-June 55											2	
*Program C	1 Sept 52-30 July 54 & 2 Aug 53-July 55			2									
*Program G	16 June 53-June 55				2							2	
*Army Language School	5 Mar 53-22 Jan 54 & 7 May 53-Mar 54			4									
*Navy Language School	Oct 53-June 54								3				
*FSI Area and Language	Oct 52-Apr 54					5			1				
*FSI Language					1								
*STC #2 Georgetown	Feb 53-Dec 53 & Oct 53-29 Jan 54								12				
*Miscellaneous Language and Area	(2 new)				1								
*Miscellaneous External Courses	(2 new)				1						3		1
TOTALS: FULL-TIME EXTERNAL				6	9	13	3		17	2	3	40	3

*Previously reported

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Personnel in Part-Time External Training

Language and Area	Dates	DDP	FI	[redacted]	EE	FE	NE	SE	WE	SR	WH	TSS	OTR	COMMO
Georgetown University														
*Central Asian Program	21 Sept 53-1 June 54									1				
*Miscellaneous Language Courses					5	1		2	1	3		2	3	
*Miscellaneous Language and Area					4	1	2		1	2	2	1		
Miscellaneous external courses	(6 new)				1				1			4	2	21
TOTALS: PART-TIME EXTERNAL					10	2	2	2	3	6	2	7	5	21
Personnel in Orientation and Self-Study														
Human Resources Program													16	
Language Self-Study			6	5	3	4	9	6	3	3	16	6	5	5	2
TOTALS: Orientation and Self-Study			6	5	3	4	9	6	3	3	16	6	5	21	2

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TOTAL FULL-TIME TRAINEES BY OFFICE OR STAFF:

DDP	4
FI	181
25X1A [redacted]	77
	42
TSS	10
COMMO	13
OTR	22
DDA	35
DDI	1
Total	385

DECEMBER ENTRANTS IN FULL-TIME OTR COURSES

Basic Training	100
Specialized Training	50
Project Training	10
Total	160

	[redacted]	EE	FE	WE	SR	OTR
Assessment Staff:						
Intensive Cases:	1	2	5	1	3	10

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OTR MONTHLY REPORT FOR DDA & DDI
November 1953

Personnel in Full-Time OTR Courses:

Basic Training	Dates	DDA AUD	COMP	CSO	LOG	MED	PERS	SEC	OCD	OCI	OIC	DDI ONE	OO	ORR	OSI	IAB
BIC(CS) #5	26 Oct-13 Nov	2	3		3		3	3								
BIC(I) #14	5 Oct-13 Nov								6	4			4	6	2	
BIC(I) #15	2 Nov-11 Dec								3			2	2	8	2	
Phase II, #4	5 Oct-6 Nov							2								
Phase II, #5	16 Nov-18 Dec							2								
Phase III, #5	19 Oct-6 Nov							1								
Administrative Support #5	16 Nov-4 Dec	2	2		5		4	3	1							
Clerical																
Administration Course #48	2-13 Nov		1													
Clerical Induction Training	1-30 Nov															58
Specialized																
[redacted]	9-20 Nov							1								
TOTALS: FULL-TIME OTR		4	6		8		7	12	10	4		2	6	14	4	58

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JOB NO._____ BOX NO.___ FLD NO.___ DOC. NO. 3 NO CHANGE
IN CLASS/X/DECLASS/ /CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV DATE 9/12/79 REVIEWER 006199 TYPE DOC. 03
NO. PGS 4 CREATION DATE ___ ORG COMP 11 OPI 11 ORG CLASS S
REV CLASS S REV COORD._____ AUTH: [redacted]

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Personnel in Part-Time OTR Courses:

Clerical	Dates	DDA								DDI					
		AUD	COMP	GSO	LOG	MED	PERS	SEC	OCB	OCI	OIC	ONE	OO	ORR	OSI	IAB
Clerical Refresher #31	9-25 Nov		1	2	2	1	3	3	7	1		1		2	1	
Clerical Orientation #74-77	1-30 Nov															88
Clerical Induction Training																34
Language Classes																
Manderin Chinese	6 July 53-29 Jan 54													1		
Manderin Chinese	21 Sept 53-16 Apr 54													2		
Dutch Reading	21 Sept 53-8 Jan 54								1							
French	21 Sept 53-8 Jan 54						2	1		2			1		2	
German	21 Sept 53-8 Jan 54							1	2				1	6	2	
Special German	28 Sept 53-8 Jan 54													1	1	
Spoken Italian	21 Sept 53-8 Jan 54							1								
Polish	12 Oct 53-1 Feb 54								3				1	1	1	
Basic Russian	12 Oct 53-1 Feb 54							1	7					7	3	
Spoken Spanish	21 Sept 53-8 Jan 54						1	1								
Self-Study Language			3		2	1	6	5	5	3			3	7	3	
Reading Improvement #14	9 Nov-23 Dec		3				3	1	4				1	15	3	
CIA Orientation Course #12	3-6 Nov 53	2	16	18	43	5	28	23	43	24		3	45	51	16	DDA-6
Human Resources Program (4 hours)					34											DCI-5
TOTALS: PART-TIME OTR		2	23	20	81	7	43	37	72	30		4	52	93	32	122

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Personnel in Full-Time External Training:

Defense Schools	Dates	AUD	COMP	GSO	DDA LOG	MED	PERS	SEC	OCD	OCI	OIC	DDI ONE	OO	ORR	OSI	IAB
Atomic Weapons Course	3-6 Nov														1	
Air Weapons Course	2-6 Nov & 16-20 Nov									1						
Air War College	13 Aug 53-June 54											1			1	
Army War College	18 Aug 53-June 54				1											
Intelligence Staff Officers Course	13 July-12 Dec								1							
Industrial College of Armed Forces	21 Aug 53-18 June 54													1		
National War College	20 Aug 53-15 June 54									1						
Naval War College	5 Aug 53-June 54												1			
Strategic Intelligence School	9 Nov-19 Dec								1				1		1	
Language and Area																
[redacted] 25X1A	1 Sept 52-30 July 54 & 2 Aug 53-30 June 55									1				2	1	
FSI Language	16 June 53-June 55							1		1						
Miscellaneous Language & Area								1		1				2		
Miscellaneous External Courses					1									2	1	
TOTALS: FULL-TIME EXTERNAL					2			2	2	5		1	2	7	5	

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Personnel in Part-Time External Training:

Language and Area	Dates	AUD	COMP	GSO	DDA LOG	MED	PERS	SEC	OCD	OCI	OIC	DDI ONE	OO	ORR	OSI	IAB
Georgetown University																
SRA #28	21 Sept 53-5 Jan 54													6	3	
SRS I, #8	21 Sept 53-29 Jan 54													4	3	
SRS II, #7	21 Sept 53-29 Jan 54														4	
Central Asian Program	21 Sept 53-1 June 54								4				1	3	1	
Miscellaneous Language Courses								1	8				2	3	5	
Miscellaneous Area and Language Courses									8	3			7	12	4	
Clerical																
IBM				10					7							
Miscellaneous External Courses (1 from General Counsel)			1	2	4				4	1			1	9	1	
TOTALS: PART-TIME EXTERNAL			1	12	4			1	31	4			11	37	21	
GRAND TOTALS:		6	30	32	95	7	50	52	115	43	-	7	71	151	62	180

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